

BUFFALO STATE

State University of New York
Registrar's Office
1300 Elmwood Avenue, Moot Hall 210
Buffalo, NY 14222
716.878.4811

FALL 2017

SUNY
UG & GRAD CROSS REGISTRAION
&
WESTERN NEW YORK
UG CROSS REGISTRATION CONSORTIUM

INFORMATION

FOR STUDENTS COMING TO

BUFFALO STATE

REGISTRATION PROCEDURES FOR STUDENTS CROSS REGISTERING TO BUFFALO STATE IN **FALL 2017.**

Form are due to Buffalo State on Friday, August 18, 2017.

Cross Registration begins at 6:00 am on Friday, August 25, 2017.

Classes begin on Monday, August 28, 2017.

1. Present your cross registration approval form from your school to the Registrar's Office at Buffalo State, Moot Hall 210 by 4:00pm Friday, August 18, 2017. Forms received after this date will delay your registration date. **Forms will not be accepted after 4:00pm on Wednesday, September 6, 2017.**
2. If you are coming to BS from another SUNY college, you can take up to 6 credit hours here. If you are coming to BS from a private college, you can take ONE course here, not to exceed 4 credit hours.
3. **Do not file an application for non-degree status.** If you do, your cross registration will be invalid and you will be liable for charges.

REGISTRATION PROCEDURES

BUFFALO STATE STUDENT Gmail ACCOUNT: You MUST know how to use your Buffalo State student Gmail account because important information will be sent to this account. You are responsible for checking your Student Gmail account regularly for notices regarding registration.

See <http://cts.buffalostate.edu/help-new-students> for information on all campus accounts for students (campus network, Banner, student Gmail, BLACKBOARD, and Degree Works).

It is strongly suggested that you check your Buffalo State student Gmail weekly.

REGISTRATION INSTRUCTIONS

Banner Self-Service (SSB) Log-In Page at

<http://bscbanner.buffalostate.edu/> or

https://banner.buffalostate.edu/pls/PROD/twbkwbis.P_GenMenu?name=homepage

1. You may register online via Banner beginning at 6:00am on Friday, August 25, 2017.
2. Use any computer with Internet access.
3. From the BS homepage, click on **BANNER** or access directly using the above address.
4. Follow directions to login.
5. Your registration timeticket is in Banner. Registration begins at 6:00am on your assigned day.
 - Log in to Banner.
 - Choose **Student and Financial Aid**.
 - Choose **Registration**.
 - Choose **Registration Status**.
6. To enroll in a class when you know the four digit Course Reference Number or CRN choose **Add and Drop Classes**.
7. If the course is full you will receive the registration add error message "closed section." Click on the

registration add error link for further directions.

8. Courses may offer a waitlist option; check the section and if a waitlist option is available, you can place yourself on the waitlist. If not, look for other open sections in the same course or other courses that fulfill your academic requirements. Additional information on waitlists can be found on the Registrar's Office website at <http://registrar.buffalostate.edu/registration#waitlisting>.

9. If special permission/instructor approval is required, the registration add error message "instructor permission required" will appear. Click on the registration add error link for further directions.

10. If you do not know the four digit CRN, choose **Search for Classes**.

11. When you use the search option, open courses will appear with a check box enabling you to select that section. If a C appears in place of the check box, the course is closed.

12. Once you have made your choice, choose **Submit** changes.

13. Registration add error messages and further directions can be found at:
<http://registrar.buffalostate.edu/registration-add-errors>.

14. Use the Student Detail Class Schedule to see detailed information on the classes you are registered for in a printable format.

- Choose **Student Detail Schedule**.
- Choose the printer friendly version if desired (choose Submit).
- Choose to Print from your Internet browser.
- Keep your printed copy as proof of registration.

A comprehensive listing of all SUNY colleges is available at
<http://www.suny.edu/attend/visit-us/complete-campus-list/>.

THE FOLLOWING PRIVATE INSTITUTIONS PARTICIPATE IN THE WESTERN NEW YORK CROSS REGISTRATION PROGRAM:

Canisius College
Daemen College
D'Youville College
Hilbert College
Houghton College-Main Campus
Jamestown Community College
Medaille College
Niagara University
St. Bonaventure University
Trocaire College
Villa Maria College

Detailed information about each college and specific deadlines can be found on the Western New York Consortium of Registrar's Cross Registration Calendar at
<http://www.daemen.edu/admissions/registrar/cross-registration-procedures/calendar>.